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LaSalle Building, 1034 Connecticut Ave., N.W.

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28 December 1944

STATINTL

MEMORANDUM FOR: [REDACTED], Chief
Map Division
Office of Strategic Services

Subject: Survey of duties with the JISPB.

1. The staff of the JISPB comprises the Editorial, Graphic & Production Sections, which are administered by a Board of representatives from G-2, A-2, ONI, OCE, and OSS.

2. The Graphic Section, administered by Capt. McCaskill, OCE Board member, edits graphic material submitted by contributing agencies for the JANIS reports and is specifically responsible for the preparation of all illustrative material for reproduction. This includes the review of graphic copy for selection of most appropriate originals; research to establish proper orientation; integration of material to eliminate internal contradictions and checking of published data such as maps, charts, etc., to avoid discrepancies and duplications; provide the Editorial Section with keyed duplicate copies of all graphic material forming "pool" for use of that Section; prepare all copy for reproduction with respect to instructions concerning size, crops, groupings, repair or retouching necessary, and reproductive process most adaptable to obtain best rendition; maintain "log" revealing manufacturing data pertaining to each piece of copy; prepare basic captions for all graphic copy; mark engraver's proof indicating quality of reproduction, errors, deletions, etc., and correct position for "dummying".

3. My duties with the Graphic Section are as follows: the supervision of the cartographic work of the Graphic Section; the editing of cartographic material submitted by contributing agencies; liaison with the Reproduction Branch & Map Division, Office of Strategic Services; consultant on preliminary planning of maps for submission to the JISPB from the various contributing agencies, maintaining research map files and files of originals, engravers copies and negatives; maintaining file of progress reports, basic captions and manufacturing data pertaining to cartographic material. Other duties as assigned.

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MARGARET MACE
Cartographer, JISPB